

# VILLAGE OF WILMETTE

## Grading and Tree Protection Notice Forms

Notice to neighbors is required for a grading permit (land disturbing activity) and for certain projects to provide for neighbor tree protection. This packet explains when such notices are required and how to complete the notice process and contains the necessary forms for these notices.

### **Grading (Land Disturbing Activity) Permit and Notification Requirements**

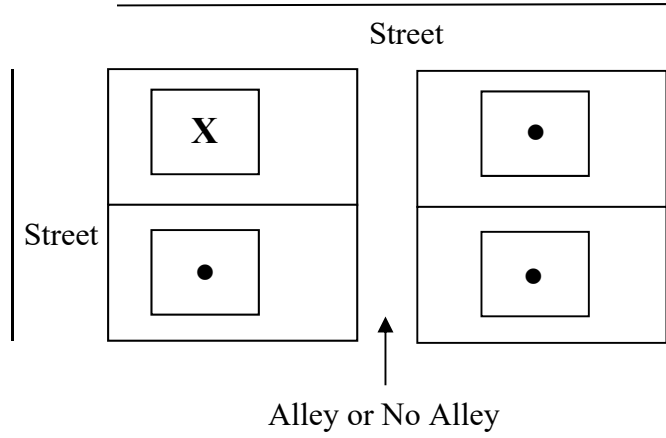
Projects that require a grading permit include but are not limited to:

- construction of new homes or buildings;
- construction of new garages or auxiliary structures that change 10% or more of the existing structure's footprint;
- installation of in ground swimming pools;
- construction of an addition to an existing structure that changes 10% or more of the existing structure's footprint;
- landscaping that changes the grade of the site such that existing drainage flows will be altered;
- any project that includes the creation of a foundation;
- land disturbing activity proposed in a floodplain as established by the Federal Emergency Management Agency (FEMA);
- any land disturbing activity equal to or greater than 1 (one) acre in area; and,
- demolition of any building or structure.

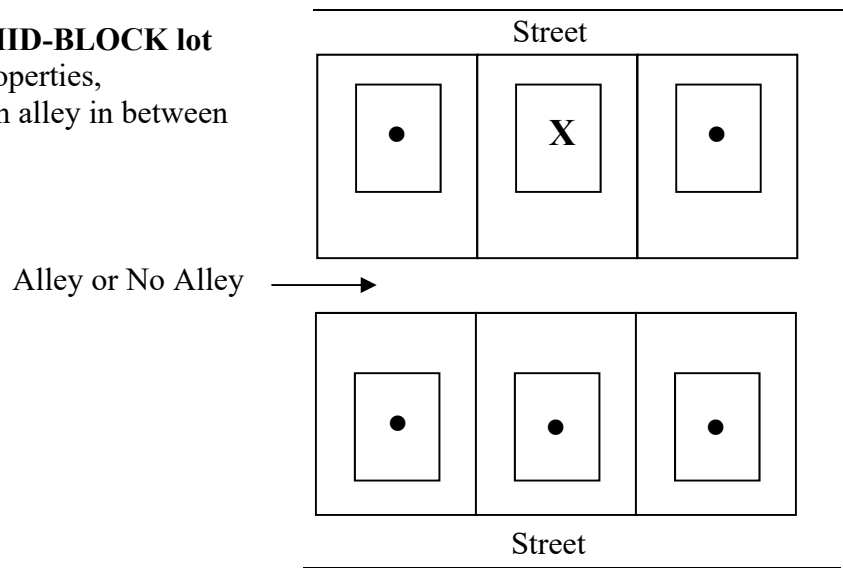
### Adjacent Property Notification

- Property owners of all adjacent property are to be notified of the land disturbing activity. The notice form is on page 8 of this booklet.
- No grading permit will be issued until five (5) days after the notice of land disturbing activity has been received by adjacent property owners.
- The applicant must submit an affidavit attesting that he/she has provided proper notice to the adjacent property owner(s), indicating who was notified and when on the affidavit. The affidavit form is on page 9 of this booklet.

**Example of notice area for CORNER lot**  
Notify 3 adjacent properties, regardless of presence of alley in between



**Example of notice area for MID-BLOCK lot**  
Notify 5 (or more) adjacent properties, regardless of the presence of an alley in between



## **Tree Protection and Notification Requirements**

Tree protection measures are required on private property and notification to neighboring properties of construction work where there is a tree 10" in DBH within 15' of the lot line *on the neighboring property*.

### Tree Protection Measures Required

Applicants who undertake any construction work that results in a change to the footprint of the structure(s) on the property are required to provide tree protection measures for protected trees, which are defined as any tree that is 10" or greater in DBH (diameter at breast height). Work that results in a change to the footprint of the structure(s) includes:

- New construction
- Additions
- New accessory structures (detached garage, swimming pool, etc.)
- Expansion of and new driveways, sidewalks, decks, patios, etc.
  
- Does not apply to exact replacement of driveways, sidewalks, decks, patios, etc.

All protected trees shall be protected with temporary fencing placed along the Critical Root Zone. The area of the CRZ is defined as 1' for every 1" of tree diameter at breast height. The temporary fencing shall be secured with metal posts no farther apart than 3' on center. To the extent the property owner has demonstrated that it is not reasonably practical to install a temporary fence along the entire CRZ, the Village shall have the authority and discretion to modify these requirements, including requiring that a surface barrier such as mulch and plywood be placed on those areas unprotected by fencing.

### Neighbor Notification

- The property owner(s) of any tree within 15 feet of the lot line must be notified prior to a building permit being issued for work on the applicant's property. The notice form is on page 10 of this booklet.
- No building permit will be issued until five (5) days after the notice of construction has been received by adjacent property owners.
- The applicant must submit an affidavit attesting either that there are no neighboring trees within 15 feet of the lot line or that he/she has provided proper notice to the adjoining property owner(s), indicating who was notified and when on the affidavit. The affidavit form is on page 11 of this booklet.

For more information on tree protection requirements, please contact the Forestry Division of Public Works at (847) 853-7500 or [forestry@wilmette.com](mailto:forestry@wilmette.com).

For more information on the permit process, please contact the Community Development Department at (847) 853-7550 or [comdev@wilmette.com](mailto:comdev@wilmette.com).

**To Find Property Address and Owner Information**  
Visit the Village of Wilmette website at [www.wilmette.com](http://www.wilmette.com).

Enter the subject property address in the box.

Hit Enter or click the “Find” button.

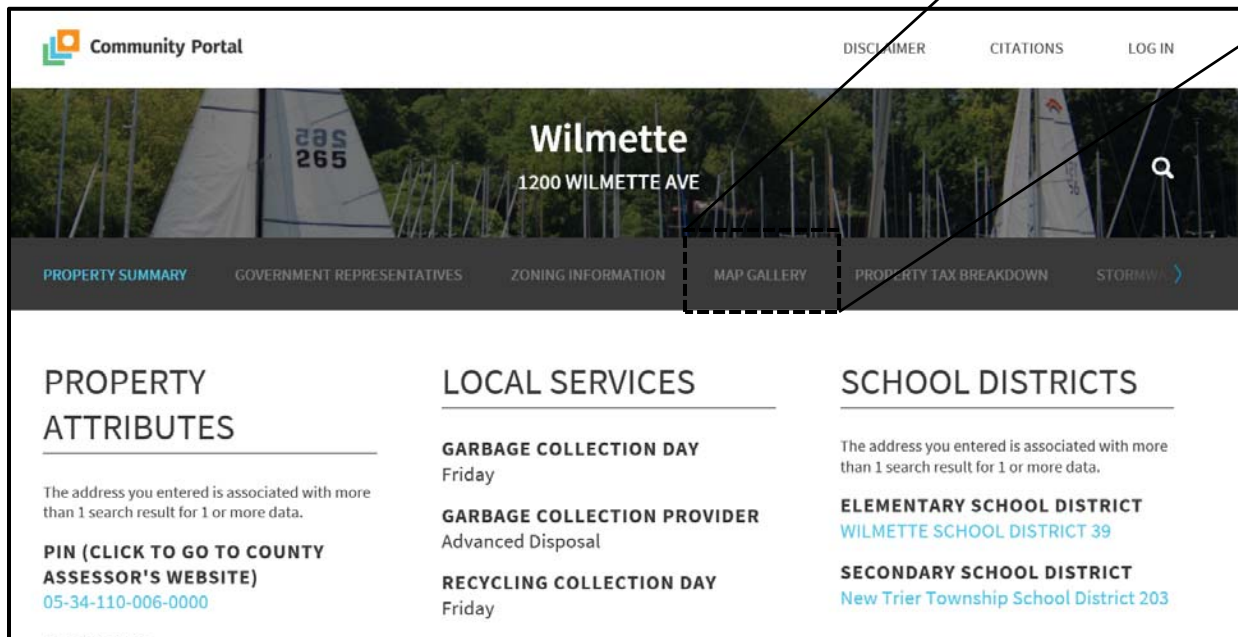


**Property Information Online**  
Learn more about your property and information on community services.

**FIND**

**MAP GALLERY**

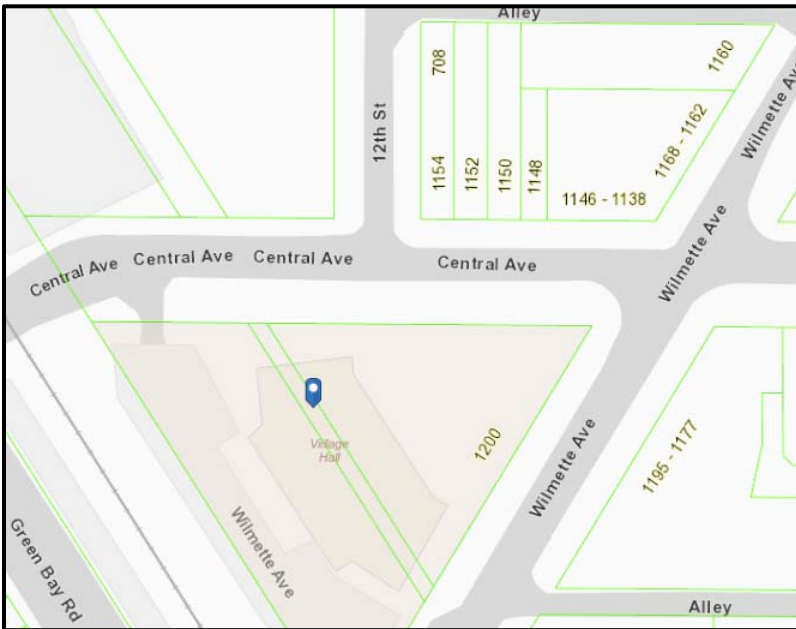
The Wilmette Community Portal will display.  
Click the “Map Gallery” button from the main menu.



A gallery of map thumbnails will open up.

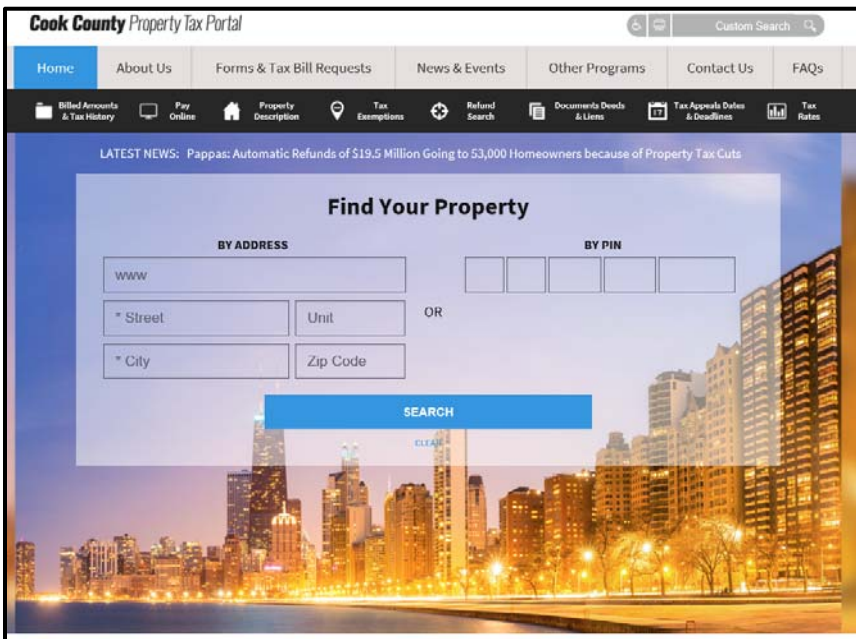
Click on the thumbnail called “Find my Property Index Number.”

A map will open that shows the addresses of neighboring properties.



Note the addresses of the neighboring properties.

Next, visit [www.cookcountypropertyinfo.com](http://www.cookcountypropertyinfo.com). For each neighboring property, use the “By Address” search function to locate the tax payer information.



**NOTIFICATION TO ADJACENT PROPERTY OWNERS  
REGARDING LAND DISTURBING ACTIVITY**

A copy of this notice is to be given to all adjacent property owners as required below.

**Address of Subject Property** \_\_\_\_\_

**Name of Property Owner** \_\_\_\_\_

**Phone No. of Property Owner** \_\_\_\_\_

**Name of Contact Person** \_\_\_\_\_

**Phone No. of Contact Person** \_\_\_\_\_

PLEASE BE ADVISED that land disturbing activity is proposed that may cause disruption to or change the grade of the property mentioned above. Any proposed grade change is required to be designed by a Licensed Professional Engineer and any change in grade must not negatively affect any adjacent property. Alterations caused by the construction activities on the property must be returned to the original grade as required by the Village Code. In accordance with Section 9-3.4.4.3(d) of the Village Code the property owner(s) is/are required to notify adjacent property owners prior to a grading permit being issued for work that will include any land disturbing activity.

Type of work this grading permit covers:

- New Home
- Addition w/foundation
- Porch w/foundation
- Garage
- Grading/Drainage
- Other (specify) \_\_\_\_\_

For questions or concerns about the grading associated with the above mentioned property, please contact the Engineering Department at (847) 853-7660 (TDD (847) 853-7634) between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday.

For questions or concerns about the building permit project that may be associated with this notice, please contact the Community Development Department at (847) 853-7550 (TDD (847) 853-7634) between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday.

**Village of Wilmette  
Notice of Land Disturbing Activity  
Affidavit of Compliance**

**INSTRUCTIONS:**

1. Identify all adjacent properties. For the purpose of this notice, adjacent properties include those on either side, behind, and diagonally behind the subject property. Properties that are beside or behind and are across an alley should be notified, however properties across a public street do not require notice.
2. For all properties identified in #1 above, serve written notice, in the form provided by the Village, upon all persons to whom the current real estate tax bills are sent, as shown on the record of the local real estate tax collector, and all parties residing on or in possession of any portion of the property. Notice may be served by first class mail or by hand delivery. When delivering by hand, please have the recipient initial and date the form below where indicated.
3. Complete this Affidavit with the information requested below and submit to the Village.

**ADDRESS OF SUBJECT PROPERTY:** \_\_\_\_\_

Type of work this grading permit covers:

- |  |  |
|--|--|
| <input type="checkbox"/> New Home              | <input type="checkbox"/> Garage                |
| <input type="checkbox"/> Addition w/foundation | <input type="checkbox"/> Grading/Drainage      |
| <input type="checkbox"/> Porch w/foundation    | <input type="checkbox"/> Other (specify) _____ |

I, \_\_\_\_\_, state upon oath that I have complied with the applicable notice requirements of Section 9-3.4.4.3(d) of the Wilmette Village Code.

Address of Adjacent Property	Name of Property Owner(s)	First Class Mail	Hand Delivery	Neighbor Initials	Date Received

Subscribed and sworn before me  
this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

(SEAL)

\_\_\_\_\_  
(Signature of Person Completing Affidavit)

Date: \_\_\_\_\_

**NOTIFICATION TO ADJACENT PROPERTY OWNERS  
REGARDING TREE PROTECTION DURING CONSTRUCTION**

A copy of this notice is to be given to all adjacent property owners as required below.

**Address of Subject Property** \_\_\_\_\_  
**Name of Property Owner** \_\_\_\_\_  
**Phone No. of Property Owner** \_\_\_\_\_  
**Name of Contact Person** \_\_\_\_\_  
**Phone No. of Contact Person** \_\_\_\_\_

PLEASE BE ADVISED that a building permit application has been submitted to the Village of Wilmette for the above-referenced property. Pursuant to Section 9-4.5 of the Wilmette Village Code, no building permit subject to the notification requirements can be issued by the Village until five (5) business days after receipt of notice by any and all adjacent property owners.

Notice is being provided to you as an adjacent property owner whose property contains one or more trees within 15' of the property lot line. This notice is intended to give you the opportunity prior to the initiation of construction to discuss what impact, if any, there may be to the tree(s) on your property. You may contact the person(s) listed above in this regard.

Should you have additional questions regarding the requirements feel free to contact the Forestry Division at (847) 853-7600 and TDD (847) 853-7634 between the hours of 7:00 a.m. and 3:00 p.m. Monday through Friday.



**Village of Wilmette  
Notice of Construction/Tree Protection  
Affidavit of Compliance**

**INSTRUCTIONS:**

1. Identify all adjacent properties that contain a tree within 15 feet of the property line.
2. For all properties identified in #1 above, serve written notice, in the form provided by the Village, upon all persons to whom the current real estate tax bills are sent, as shown on the record of the local real estate tax collector, and all parties residing on or in possession of any portion of the property. Notice may be served by first class mail or by hand delivery.
3. Complete this Affidavit with the information requested below and submit to the Village.

**ADDRESS OF SUBJECT PROPERTY:** \_\_\_\_\_

I, \_\_\_\_\_, state upon oath that I have complied with the applicable

(Print Name of Person Completing Affidavit)

notice requirements of Section 9-4.5 of the Wilmette Village Code in that (*check A or B*):

- A. There are no adjacent properties that contain a tree within 15 feet of the property line.
- B. Written notice has been served and received by all adjacent property owners who have a tree within 15 feet of the property line as identified below.

Address of Adjacent Property	Name of Property Owner(s)	Hand Delivery	First Class Mail	Date Received

Subscribed and sworn before me  
this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

(SEAL)

\_\_\_\_\_  
(Signature of Person completing Affidavit)

Date: \_\_\_\_\_

**Village of Wilmette**  
**Land Disturbing Activity / Grading Permits**  
**Acceptance of Terms – *Applicant Copy***

Pursuant to Chapter 9-3.4, grading permits are required any time a project *alters the existing drainage flow*.

I, \_\_\_\_\_, acknowledge that I have received this *Grading and Tree Protection Forms* handout and will comply with the requirements described herein. I understand that a grading permit may be required as part of my project.

I understand that the *Notification to Adjacent Property Owners Regarding Land Disturbing Activity* must be provided to adjacent property owners a minimum of five days prior to the issuance of a grading permit. In addition, I understand the *Notice of Land Disturbing Activity Affidavit of Compliance* must also be submitted to the Village of Wilmette a minimum of five days prior to the issuance of a grading permit.

PROPERTY ADDRESS: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Role

**Village of Wilmette**  
**Land Disturbing Activity / Grading Permits**  
**Acceptance of Terms – *Office Copy***

Pursuant to Chapter 9-3.4, grading permits are required any time a project *alters the existing drainage flow*.

I, \_\_\_\_\_, acknowledge that I have received this *Grading and Tree Protection Forms* handout and will comply with the requirements described herein. I understand that a grading permit may be required as part of my project.

I understand that the *Notification to Adjacent Property Owners Regarding Land Disturbing Activity* must be provided to adjacent property owners a minimum of five days prior to the issuance of a grading permit. In addition, I understand the *Notice of Land Disturbing Activity Affidavit of Compliance* must also be submitted to the Village of Wilmette a minimum of five days prior to the issuance of a grading permit.

PROPERTY ADDRESS: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Role